

PAOC Distance Learning Study Guide

Module: Copy Editing

This study guide is designed to help you organize and retain the information presented in this module. We encourage you to take notes as you proceed through the succeeding lessons, and to refer to them before you take the on-line examination on this material.

LESSON 1. DUTIES AND RESPONSIBILITIES

Copy editors check written material, usually as the final step before it is set into type, to correct errors in grammar, spelling, usage and style.

Responsibilities

- 1.
- 2.
- 3.
- 4.

ABC's of Copy Editing

Accuracy

Brevity

Clarity

To be a true copy editor, you must verify your sources. To do this you should use:

1. AP Stylebook

2. Dictionary
3. Morgues
4. Reference Books
5. Reporters
6. Hometown News Release Forms

Additional Notes:

LESSON 2: SURVEY TOOLS AND STEPS OF COPY EDITING

As a copy editor, you must become familiar with the tools and the steps of copy editing.

Topic 1: Tools of Copy Editing

- 1.
- 2.
- 3.

Associated Press (AP) Stylebook

The history

Primer of stylebook basics

Numbers

Titles and Capitalization

Punctuation

Dates

Cities

Other things you should know:

Abbreviations,	Acronyms	Aircraft names
Composition titles	Addresses	Directions and regions
Dollars	Essentials	Percentages
Plurals	Possessives	President
Second reference	State and State names	Datelines

Additional Notes:

Topic 2: Three-Step Copy Editing Process

First reading

Second reading

Third reading

Copy Editing for tone

Eliminate violations in security, policy, and propriety

Types of security

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Policy

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-
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Propriety

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-
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Copy editing for content

Accuracy

- A. Names, Titles, units
- B. Numbers/Stats
- C. Facts

Brevity

- A. Cut unneeded info
- B. Elimination redundancies

Clarity

- A. Answer all the reader's questions
- B. Put numbers/stats in context
- C. Explain jargon/technical terms
- D. Use informal style
- E. Use simple words/sentences
- F. Organize logically

AVOID using trademarks unnecessarily.

Copy editing for mechanics

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Additional Notes:

LESSON 3. COMPONENTS AND METHODS OF NEWS WRITING

Topic 1: Dominant News Elements

The newsworthiness of a story depends on the strength or intensity of the news elements it contains - the more intense the elements, the more newsworthy the story.

- A news peg

Topic 2: Classes of News Stories

Most military news stories fall into four main categories - hard news, feature, sports and social.

1. Hard News
2. Feature News
3. Sports News
4. Social News

Other Categories

1. Interpretative

2. Science
3. Consumer
4. Financial

News Writing Principles

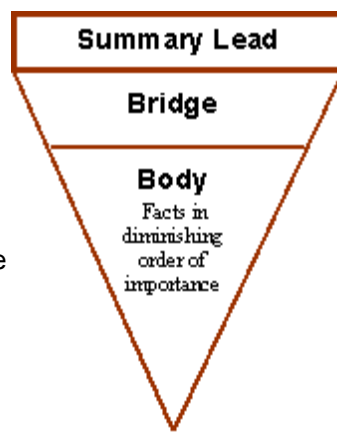
1. Coherence
2. Emphasis
3. Objectivity
4. Unity

Topic 3: The Structure of a News Story

There is a big difference in structure between the literary piece and a newspaper story. If the news story is not carefully planned, it will only serve to confuse the reader and discredit the publication in which it appears.

Inverted Pyramid

Before you can present the facts, you first must understand them and organize them in an orderly and easily understood manner.



1. Summary Lead

2. Bridge

3. Body

Topic 4: Attribution

Besides the organization of the story, the writer must also be aware of **Attribution** - identifying the source of information or opinion found in most stories. The writer must make it clear who is talking.

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Additional Notes: